

SECRET

17 April 1968

MEMORANDUM FOR: Director of Communications
Director of Security
Director of Finance
Director of Logistics
Director of Personnel
✓Director of Training
Director of Medical Services

SUBJECT : ADP Management Information System Reporting

REFERENCE : a. C/IPS Memorandum dated 1 April 1968,
subject: ADP MIS
b. C/IPS Memorandum dated 5 March 1968,
subject: Use of ADP MIS to Furnish
Budget Information

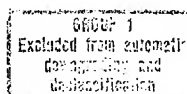
The attached self explanatory references are forwarded for your ADP Unit Managers' information and guidance in preparation of revised ADP MIS input format submissions. Revisions should be inserted in their copy of the ADP MIS Manual.



Chief, Support Services Staff

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1 APR 1968

MEMORANDUM FOR: Information Processing Coordinators
and ADP Unit Managers

SUBJECT : ADP MIS

REFERENCE : Memo dated 5 March 1968 from Chief, IPS
to IPCs, subject: Use of ADP MIS etc.

1. Attached are revisions to the ADP MIS Manual which furnish current information on ADP Unit Managers (Sec. 3), Reporting Schedule (Sec. 4) and reporting on hand and projected inventory items (Sec. 7). Section 7 provides for implementation of the action called for in the referenced memo.

2. Some elements of the ADP MIS have been clarified/simplified in the revision:

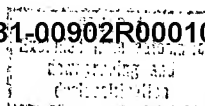
a. Planned purchase date (cc 40-43) is to be reported only if the item is budgeted for.

b. Purchase price (cc 44-48) of rented equipment is to be reported only if the purchase is budgeted for. (We'll no longer attempt to show current purchase price of a thousand or more leased components. If this information is required at any time, I believe we can use a formula to develop it.)

c. The current rental amount (cc 54-59) for which Government owned components could be rented will no longer be reported. (We can easily compile this if required.)

d. Projected gains/losses will normally be reported at the hardware system level. (Circular A-83 indicated Proj G/L would normally be reported at the hardware component level.)

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c. The Dec. 31 projections will require only review and updating of the June projections. In most cases there will be no or few entries required.

f. Only ADP Units which use or plan to use computer equipment need be concerned with the obligations data required. Contractor units are not involved.

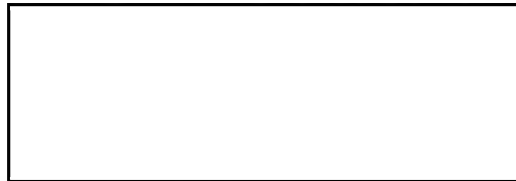
3. Provisions are made for adding pertinent fiscal year data about additional, replacement and conversion (from lease to purchase) EDPE and for making projections to cover the budget estimate period.

a. Very few records in the on hand inventory need be modified, i.e. require data in col. 68-70.

b. The June projection of EDPE Gains/Losses will cover a 24 month period. This is necessary to support the budget estimate period (e.g. the estimate prepared in the summer of 1968 in for FY-70).

c. Major new obligations in the budget (from FY-1969 forward, must be identified.

4. The attached should be reviewed carefully by interested parties. We will schedule a meeting in the very near future to discuss this problem with persons who are involved in ADP MIS reporting.



Chief, Information Processing Staff
Office of Planning, Programming, and Budgeting

Attachment:
As stated

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Approved For Release 2003/05/05 : CIA-RDP81-00902R000100100025-2

4. ADP MIS REPORTING SCHEDULE*

<u>Report</u>	<u>Frequency</u>	<u>Date Due in O/PPB</u>	<u>Selected Information Available for International Div, BOB</u>
ADPE Inventory	Each June 30	July 15	July 30
**Projected EDPE Gains/Losses	Each June 30 and Dec. 31	July 15 and Jan. 5	July 30 and Jan. 30
Actual ADPE Gains/Losses (Perpetual Inventory)	Upon Installation or release	5 days after installation or release	10 days after installation or release
EDPE Utilization	Each June 30 and Dec. 31	15 July and 15 Jan.	31 July and 30 Jan.
EDPE Acquisition History	Whenever EDPE is accepted	15 days after acceptance	30 days after acceptance
Summary ADP Manpower and Cost	Each June 30	July 30	Aug. 15
Corrections/Changes	All corrections/changes to data in the ADP MIS are to be reported immediately using the appropriate transcript sheets and transaction codes.		

*All data is to be furnished on punch card transcript sheets and forwarded to the IP Staff. The Agency's ADP MIS data will be machine processed by the Office of Computer Services. Transcript sheets are to be stamped with appropriate security classification by the originating ADP units.

**Effective March 1968 Proj. G/L reports as of Dec. 31 are due in O/PPB on 5 January to allow time for computer processing, preparation and verification of information required for the Congressional Budget, Exhibits 27D and 27E. The Dec. 31 projection is simply a verification or revision of the projection made in June for the budget estimate. ADP Units can report the Dec. projection in one of 3 ways: (1) A memo stating that the June projection is unchanged in the Congressional Budget. (2) Report changes only on the prescribed transcript sheet. (3) Submit a whole new projection report.

7. ADPE Inventory

(Revised, March 1968)

7.1 Use format C to provide detailed information on ADPE components (i.e., hardware items) for the following type of reporting (reporting schedule given in para. 4.):

(1) On Hand ADPE Inventory

Report Inventory Gains or Losses within 5 days.

(2) Projected EDPE Gains

Report 24 month projection as of June 30.

Report 18 month projection as of Dec. 31.

(3) Projected EDPE Losses

Report 24 month projection as of June 30.

Report 18 month projection as of Dec. 31.

7.2 Effective March 1968 computer inventory and fiscal obligations data will be maintained in the ADP MIS and used to prepare inputs to the Agency's Budget Estimate (for FY-1970 onward) and the Congressional Budget (Exhibits 27D and 27E required by BOB Circular No. A-11 Revised July 1967). Total dollar amounts in the On Hand Inventory and Projected Gains/Losses must be in concert with the budget and new EDPE obligations must be flagged by type and fiscal year. Card col. 68-70 (previously blank) will be used to show the type of transaction and fiscal year of obligation (from FY-1969 onward) for additional, replacement and conversion (from lease to purchase) EDPE.

7.2.1 On Hand Inventory

The data base for on hand leased equipment for which purchase funds are budgeted (FY-1969 onward) must be updated to show the transaction (i.e., conversion) and fiscal year data in col. 68-70. Very few of the records in the data base are in this category. When new records are added to the on hand data base they must include the fiscal data in col. 68-70 to show obligations introduced from FY-69 onward.

7.2.2 Projected EDPE (Computer) Gains/Losses

7.2.2.1 The principle function of projected gain/loss (G/L) reporting is to furnish budgetary information. Proj. G/L reporting as of June 30 will be used to furnish information for the Budget Estimate; therefore, this projection must cover a 24 month period. Proj. G/L reporting as of Dec. 31 will be used to furnish information for the Congressional Budget. This involves a review and update of the June projections.

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- 7.2.2.2 There are potential benefits (particularly to ADP Unit Management) in reporting Proj. G/L at the hardware component level. The ADP MIS is designed to accommodate this level of reporting; and it is recommended, however, in the future the level of reporting Proj. G/L is an option of local ADP management.
- 7.2.2.3 As a minimum, Proj. Gains will be reported at the hardware system level. The overall amount of fiscal obligations budgeted for addition, replacement and conversion (from lease to purchase) EDPE from FY-1969 onward must be reported. Total or partial systems can be reported with a single line entry on the transcript sheet for all components with similar installation date, type of transaction and fiscal year of obligation. Leave col. 8-31 blank and show the total dollar amounts for purchase, maintenance or rent of these components. If a CPU is included; be sure to enter the data re "memory" in col. 63-67.
- 7.2.2.4 As a minimum, Proj. Losses will be reported at the hardware system level. Total or partial systems can be reported with a single line entry on the transcript sheet for all components with similar release dates. Leave col. 8-31 blank and show the total dollar amounts for purchase, maintenance or rent of these components which you plan to release. If a CPU is included be sure to enter the data re "memory" in col. 63-67.

7.3 Card Format C

<u>Card Column</u>	<u>Item</u>	<u>Remarks</u>
1-4	ADP Unit No.	Enter the number which identifies the reporting ADP Unit (see para. 3.) Right justify, zero fill.
5-6	ADPE System Number	Enter the number of the ADPE system that the component is identified with. (see para. 2.8) Must contain 2 numeric characters.
7	Card Code	Enter code "C"
8-11	(Tie Code)	Leave blank when reporting new items. Copy tie code from machine printout when submitting file corrections.
12-13	Component Class Code	Enter component class code. Use best judgment if uncertain but apply same code for similar items. See Appendix for class codes. Must enter one of available codes. (two numeric characters).
14-16	ADPE Component Manufacturer (may differ from system manufacturer in Card B)	See Appendix - for abbreviation (phone IP Staff if not listed). Enter U if selection has not been approved or is not known. Left justify, space fill

<u>Card Column</u>	<u>Item</u>	<u>Remarks</u>
17-20	Component Type	Enter the number, etc. used by manufacturer to designate type of ADPE, e.g., 24, 88, 407, 2030, 2060. Left justify, space fill.
21-24	Component Model	Enter the letter/number, etc. used by manufacturer to designate model, e.g., H, I, R2. Left justify, space fill.
25-31	Component Serial Number	Enter the serial number furnished by the equipment manufacturer. Left justify, space fill or cut off after 7 characters.
32-35	Installation Date	Enter date (year and month) installed in the reporting ADP Unit. Use the effective date of rental charges or purchase payment authorized, i.e., formal acceptance. If projected gain, enter installation date. Must contain 4 numeric characters.
36-39	Release Date	Enter year and month for all ADPE which is planned to be released within 5 years following the reporting date. Enter U if the component is to be kept more than 5 years. Must contain 4 digits or U and 3 spaces.
40-43	Purchase Date	Enter date purchased by the government. If not govt. owned, enter proposed purchase date if budgeted for.
44-48	Purchase Price (nearest \$100)	Enter the net purchase price including cost of special features if government owned or if purchase is budgeted for. Round to nearest \$100, right justify, zero fill.
49-52	Monthly Maintenance, (in dollars)	Enter the monthly contract maintenance cost for owned equipment, (Cost for maintenance of individual components all may be charged to the CPU if not itemized in the contract.) Also enter maintenance charges for leased ADPE when such charges are not included in rental amount (below). Right justify, zero fill.

<u>Card</u> <u>Column</u>	<u>Item</u>	<u>Remarks</u>
53	Ownership Code	Enter one of the following codes: (1) Government owned (2) Government leased (3) Contractor owned (4) Contractor leased
54-59	Average Monthly Rent (in dollars)	Include base rent, charges for extra use, special features, etc. Right justify, zero fill.
60	Acquisition Code	Enter one of the following codes: (1) Inter-agency transfer (2) Intra-agency transfer (use "9" below if applicable) (3) Equipment manufacturer (4) Leasing company (not a manufacturer) (5) Built in-house (6) Government furnished to non-Govern- ment organization (7) Provided to Government without cost (8) Other (9) Intra ADP Unit transfer, i.e., inter-ADP System transfer
61	Disposition Code	Enter one of the following codes when submitting an ADPE Loss Report (Transaction Code 3 or 5, col. 80). (0) Inter-agency transfer (1) Intra-agency transfer (use "9" below if applicable) (2) Returned to manufacturer (3) Returned to leasing company (not manufacturer) (4) Exchange sale (5) Place in storage (6) Donation (7) Surplus sale (8) Awaiting advice (9) Intra-ADP Unit transfer, i.e., inter- ADPE System transfer

<u>Card Column</u>	<u>Item</u>	<u>Remarks</u>
62	Maintenance Code	Enter one of the following codes, ADPE maintained by: (1) Manufacturer-contract maintenance (may be included in rental contract) (2) Government personnel -- in-house maintenance (3) Manufacturer -- parts and/or labor basis (4) Other -- parts and/or labor basis (5) Other
63-66	CPU Internal Memory Size (thousands)	Enter number of addressable units to nearest thousand if item is Class Code 01 in col. 12-13. Right justify, zero fill.
67	CPU Addressable Unit of Memory	Enter one of the following if item is Class Code 01 in col. 12-13: B --- byte C --- character W --- word
<u>Effective March 1968, col. 68-70 data is required to flag obligations for addition, replacement and conversion (from lease to purchase) EDPE budgeted from FY-1969 forward.</u>		
68	Fiscal Transaction	Enter the appropriate code to show one of the following fiscal transactions (FY-1969 onward) 1. Obligation for additional EDPE 2. Obligation for replacement EDPE 3. Obligation for conversion of EDPE from lease to purchase
69-70	Fiscal Year of Obligation	Indicate the fiscal year of obligation for the addition, replacement or conversion EDPE (FY-1969 onward)

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<u>Card Column</u>	<u>Item</u>	<u>Remarks</u>
71-73	(blank)	
74-79	Date of Report	Enter report "as of" date: year, month, day (two digits each).
80	Transaction Code	Enter one of the following codes: (1) Installed ADPE as of 30 June 1967 (2) Projected EDPE gain (3) Projected EDPE loss (4) Actual ADPE gain (5) Actual ADPE loss <u>File corrections:</u> (6) Item (field) correction --- enter new data in fields coded. (7) Record correction --- add entire new record to file (9) Record correction --- delete entire record from file

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15 MAR 1968

MEMORANDUM FOR: Directorate IP Coordinators and ADP Unit Managers

SUBJECT: Use of ADP MIS to Furnish Budget Information

1. We are required to furnish specific information about computer equipment periodically with the Agency's budget submissions. Examples of exhibits 27D and 27E, which are required by Bureau of the Budget Circular A-11, are attached for your information.

2. These schedules involve an extraordinary mix of items, e.g., computers on hand, inventory amounts for items purchased and leased throughout the reporting period, additions, replacements, conversions, installation dates, obligation dates, etc. which cannot be compiled from the regular office budget submissions. The bulk of this information, however, is provided for in the ADP MIS and the remaining problem is to maintain the ADP MIS data base in concert with the budget. A by-product of this effort will be a computer based system for the Agency's ADPE budget.

3. The ADP MIS will be used to produce exhibits 27D and 27E for the Agency's budget submissions as follows:

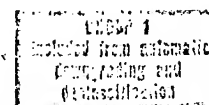
Number of owned and leased computers (CPI's) on hand as of June 30 (past, current and budget years)

- this information is in the data base, with initial records as of June 1967 and projections through the budget years from that time forward.

Inventory amount for owned and leased computers; past, current and budget years

- this will be computed from the data base, i.e., total purchase cost of all owned components on

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hand each June 30th plus the monthly rents multiplied by the number of months on hand

Obligations for additional computers, current and budget years

- these will be identified and the amount computed from the data base.

Obligations for replacement computers, current and budget years

- these will be identified and the amount computed from the data base.

Conversions from lease to purchase

- these will be identified and the amount computed from the data base.

4. ADP MIS Input Format C card columns 68 - 70 (previously blank) will be used to report the additional information which is required to identify types of transactions and obligations on a fiscal year basis.

Card
Column

68	Fiscal Transaction	Enter the appropriate code to show one of the following fiscal transactions: <ol style="list-style-type: none">1. Obligation for additional EDPE2. Obligation for replacement EDPE3. Obligation for conversion of EDPE from lease to purchase
69 - 70	Fiscal Year of Obligation	Indicate the fiscal year of obligation for the addition, replacement or conversion of the EDPE component

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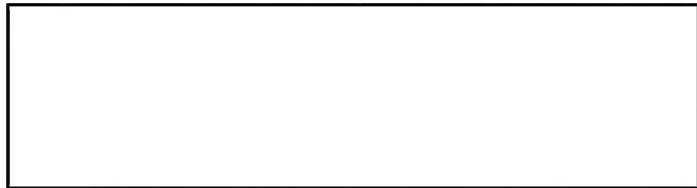
5. The following points are emphasized.

a. Dollar amounts in the ADP MIS data base must be in harmony with the budget, i.e., totals must be reconcilable.

b. Installation, purchase, release and obligation dates must conform to budgetary plans. (Aggregate rents for specific years will be computed on the basis of dates and monthly rates reported.)

c. Projections must include all items for which obligations are budgeted; including purchase contracts for items to be installed in later years, as well as purchase and lease items to be installed during the period.

6. Agency ADP Units should take action as soon as possible to add the required fiscal year data and bring the ADP MIS data base into agreement with the budget. During the next few months the new capabilities of this system must be developed fully and tested. ADP MIS inventories and projections must be submitted to the Bureau of the Budget in July and the Agency's budget estimate is due in September.



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Chief, Information Processing Staff
Office of Planning, Programming, and Budgeting

OPPB/IPS,  (5 February 1968)

Distribution:

- 1 - Each IP coordinator and each ADP Unit Manager
- ✓ 1 - OPPB/IPS chrono
- ✓ 1 - OPPB/IPS subject
- 1 - Reading Board

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ADP Management

Inventory, June 30

Projected EDPE Gain/Loss

Actual ADPE Gain/Loss

File correction/update

ADD FISCAL DATE
HERE

ADP Unit Number				ADP System No.		Card		Tie Code (functional)				Class Code		Mfr.		Type		Model		Serial		Price		Average Monthly Rent (\$)		Cpu.		Main.		Memory Size (K)		FISCAL YEAR		Report Date		Yr. Mo. Ds.													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50

Note: Transcript form and procedures
being reviewed. Further explain
the use of CoP. 68-70.

INSTRUCTIONS FOR THE PREPARATION AND
SUBMISSION OF ANNUAL BUDGET ESTIMATES

Sec. 27.3-27.5

15 on all vehicle types. It is suggested that additional copies of the same reports for the vehicles listed above be used for the later budget submission, adding the data required in the current year and budget year columns. (Where this is done, it is not necessary that there be a typed original submitted with the estimate; all sets may be copies.) There must be full justification for all additions to the fleet, for all replacements above the class of "Other sedans," for any replacements which are planned to occur before the normal replacement time, and for the retention of vehicles which appear to be receiving light usage.

27.4. Acquisition of digital computers.

A "Summary of electronic digital computer acquisitions," in the form illustrated by exhibit 27D, will be required for each agency which has or expects to have installed at the end of any year covered by the budget, electronic digital computers within the scope of the annual report required by Bureau of the Budget Circular No. A-83. In addition, a list of "Additional and replacement computers to be acquired," in the form illustrated by exhibit 27E, will be required for all acquisitions during the current or budget year. The schedules will cover computer main frames and the related peripheral equipment, such as printers, tape units, readers, etc., but will exclude acquisition of equipment components which augment or modify existing computer configurations but do not add or replace a main frame. Operating expenses, such as salaries and supplies, are also excluded.

The first section of the summary statement (exhibit 27D) will set forth the number and the obligations to be incurred for additional computers, replacements, and conversions from lease to purchase. For additions and replacements, computers to be purchased and those to be leased will be separately identified. Obligations for the purchase of computers will be the net amount of the purchase price, after deducting any credits received. Obligations for the lease of computers will cover only rentals for the portion of the year during which the computer is installed.

The second section of the statement will set forth inventories of owned and leased computers installed at the end of each of the 3 years, including those installed in prior years. The acquisition cost of owned computers will also be reported, together with the total rental cost incurred during the year for leased computers (including rental for leased computers disposed of during the year). The number of computers to be removed during either the current or budget year, and the acquisition cost of owned computers to be removed, should be indicated

in a footnote. Since computers ordered in one year may not be received until the following year, the change in inventory will not necessarily equal the year's transactions unless new equipment is ordered and received in the same year. Any differences between the total number of computers included in this statement for the end of the past or current year and the numbers reported for those years in the latest report under Circular No. A-83 must be explained. The explanation should be in sufficient detail to include the systems, models, and locations of the computers involved.

The list of additional and replacement computers (exhibit 27E) will show the activity and location, the computer model, the planned date of installation, and the obligations to be incurred for purchase and for lease. If the computer model for a specific activity has not been selected, the abbreviation "ND" (for "not determined") will be entered.

27.5. Public works and improvement programs.

Material submitted for printing will usually present costs for each project and each time period and will reconcile costs to obligations.

Additional details will be submitted when requested by the Bureau of the Budget. The additional details may include a breakdown of each project by features and principal subfeatures, the timing of significant action (such as initial submission of definite plan report, completion of right-of-way acquisition, initial delivery of water or power by units, etc.), and other relevant information.

There will also be submitted such program schedules, with explanatory text, as are specifically requested by the Bureau of the Budget to show geographical location of projects (where not otherwise shown), the rates of expansibility of programs or projects under conditions to be specified, measures of proposed accomplishment, such as kilowatts of generating capacity installed, acres of land to be irrigated, areas to be provided with flood protection, and specified information of an economic nature.

The justification for funds to initiate construction of a water resources project after its authorization shall include a statement indicating any changes which have occurred since submittal of the original report upon which the authorization was based, insofar as such changes affect the total cost, cost sharing or reimbursement, the scope of the project, the economic evaluation, or the purposes of the project. If substantial changes have occurred, the request shall be accompanied by a revised evaluation report and a statement of reasons why reauthorization of the project is not considered necessary.

Agencies will also submit, when requested, evaluation reports on continuing projects showing clearly

(July 1957)

SUMMARY OF ELECTRONIC DIGITAL COMPUTER ACQUISITIONS

19PY - post year
19CY - current year
19BY - budget year

DEPARTMENT OF GOVERNMENT
SUMMARY OF ELECTRONIC DIGITAL COMPUTER ACQUISITIONS
(Dollar amounts in thousands)

	<u>Acquisitions</u>		19CY		19BY	
	No.	Obligations	No.	Obligations	No.	Obligations
Additions:						
Purchased.....	1	\$2,600		
Leased.....	1	55		
Total.....	2	2,655		
Replacements:						
Purchased.....	1	\$1,646		
Leased.....	1	23	1	132		
Total.....	2	1,669	1	132		
Conversions:						
Computers converted from lease to purchase.....	2	2,322		
Inventory						
Installed, as of June 30:						
	19PY		19CY		19BY	
	No.	Amount	No.	Amount	No.	Amount
Owled.....	4	\$6,800	4	\$7,046	6	\$9,368
Leased.....	6	2,500	6	2,823	4	1,010
Total.....	10	xxxxx	10	xxxxx	10	xxxxx

Note: Computers removed during the year: 19CY, 1 owned (cost \$1,400), 1 leased; 19BY, 2 leased.

Replacements represent computers ordered to supersede existing equipment. Scheduled physical renewal of equipment is summarized in the footnote.

Equipment purchased in place, which had been installed on a lease basis.

Change in inventory is not equal to the current year's transactions except when computers are ordered and delivered in the same year.

The inventory amount for owned equipment represents the acquisition cost of equipment installed on the inventory date. For leased equipment, this amount represents the total rental cost incurred for that portion of the year that the equipment was actually installed (including amounts applicable to computer removed during the year).

Replacements represent computers ordered to supersede existing equipment. Scheduled physical removal of equipment is summarized in the footnote.

Equipment purchased in place, which had been installed on a lease basis.

Change in inventory is not equal to the current year's transactions except when computers are ordered and delivered in the same year.

The inventory amount for owned equipment represents the acquisition cost of equipment installed on the inventory date. For leased equipment, this amount represents the total rental cost incurred for that portion of the year that the equipment was actually installed (including amounts applicable to computer removed during the year).

Note: Computers removed during the year: 19CY, 1 owned (cost \$1,400), 1 leased; 19BY, 2 leased.

(July 1957)

EXHIBIT 27D

INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF ANNUAL BUDGET ESTIMATES

ADDITIONAL AND REPLACEMENT COMPUTERS TO BE ACQUIRED

19PY - past year
19CY - current year
19BY - budget year
19BY+1 - year following
budget year

DEPARTMENT OF GOVERNMENT
ADDITIONAL AND REPLACEMENT COMPUTERS TO BE ACQUIRED

Obligations for purchase and lease must agree with comparable amounts on the summary statement (see exhibit 27D).

	<u>Activity and location</u>	<u>Computer model</u>	<u>Planned date of installation</u>	<u>Obligations</u>	
				<u>Purchase</u>	<u>Lease</u>
(In thousands)					
<u>19CY</u>					
Replacements:					
	Regional Office, Chicago, Ill.	RCA 3301	April 19CY	\$1,646	
	District Office, El Paso, Tex.	IBM 360/20	Nov. 19CY		\$23
	Total, 19CY			\$1,646	\$23
<u>198Y</u>					
Additions:					
	Regional Office, New York, N.Y.	ND	Oct. 19BY+1	2,600	
	District Office, St. Louis, Mo.	IBM 1401	Oct. 19BY		55
Replacements:					
	District Office, Mobile, Ala.	BUR 283	Jan. 19BY		132
	Total, 198Y			2,600	187

The abbreviation "ND" will be entered if the computer model has not been selected.

A computer ordered in one year may not be received until the following year.

The abbreviation "ND" will be entered if the computer model has not been selected.

A computer ordered in one year may not be received until the following year.

INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF ANNUAL BUDGET ESTIMATES

Exhibit 27D

(July 1987)

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Approved For Release 2003/05/05 : CIA-RDP81-00902R000100100025-2

Approved For Release 2003/05/05 : CIA-RDP81-00902R000100100025-2